

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE
CAMP ROBINSON, NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215**

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 04-079T

OPENING DATE: 19 Feb 2004

CLOSING DATE: 4 Mar 2004

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Administrative Support Technician GS-0303-07	80284000	\$32,447 - \$42,177 pa

TYPE OF APPOINTMENT: Technician, Excepted, Enlisted (NTE: MSgt/E7)
Non-Supervisory, Permanent

NOMINATING OFFICIAL: Lt Col Robert Dolanski, Support Officer

LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903-6096

AREA OF CONSIDERATION: (1) Onboard qualified technicians of the 188th Fighter Wing; (2) Onboard qualified technicians of the Arkansas Air National Guard. (3) Qualified members of the AR ANG. (4) Individuals who are not members of the Arkansas Air National Guard but are eligible to acquire membership in an available and compatible military grade for excepted technician positions.

QUALIFICATION REQUIREMENTS: GENERAL: Administrative or clerical experience, education or training which demonstrates the candidate's ability to perform the duties of the position. SPECIALIZED: Must have 9 months experience performing clerical or technical work in support of management functions, such as compiling correspondence, records administration, and/or searching for and compiling information and data, which required the applicant to apply guidelines, rules and regulations. OTHER REQUIREMENT: Must be able to type 35 words per minute.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Skill in operating word processing equipment. (2) Knowledge of administrative files, publications and procedures. (3) Knowledge of grammar, spelling, punctuation and required agency formats. (4) Knowledge of preparation, publication, distribution and tracking of civilian and military orders. (5) Knowledge of the organization and its function, sufficient to refer visitors, telephone calls and mail. (6) Completion of appropriate technical school/CDC courses (AFSC 3A0XX or 3S0X1).

SUMMARY OF DUTIES: The incumbent serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. As Work Group Administrator, provides technical support and troubleshooting for daily network

SUMMARY OF DUTIES CONTINUED: operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by incumbent or other network specialist. Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or network systems for networked “commercial off the shelf” (COTS) software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software). Performs other duties as assigned.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting either OF 612, Optional Application for Federal Employment, or a resume, or other written format, with attachments listed below, so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Individuals submitting incomplete applications may lose consideration for a position. Submit applications to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096. **FAXED APPLICATIONS ARE NOT ACCEPTABLE.** Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. Required attachments to the application are as follows:

1. AG AR Ark Form 1: Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
2. AG AR Ark Form 6: Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
3. AG AR Ark Form 22: Pre-Appointment Certification Statement.
4. SF 181: Race and National Origin Identification

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of promotion/ reassignment.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

Supervisor Human Resources Specialist
(Classification)